

**CLASS TITLE: COORDINATOR OF COMMUNITY
 FACILITIES CONSTRUCTION**

**Class Code: 02979400
Pay Grade: 30A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination of the construction, purchase, and renovation of statewide community based facilities for Social Service programs, within the Department of Mental Health, Retardation and Hospitals (MHRH), serving drug abusers, alcoholics, and the mentally retarded..

SUPERVISION RECEIVED: Works under the direction of the Assistant Director of MHRH., Facilities and Maintenance; work must comply with bonding provisions, and all regulations and codes of the Health Department, Fire Safety, and the Building Code Commission.

SUPERVISION EXERCISED: Assigns and reviews the work of clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for all arrangements for the purchase of properties for community facilities including site selection, price negotiations, title searches, zoning requirements, test borings, plans and specifications.

To confer with architects and contractors as to the preparation and interpretation of plans and specifications.

To be responsible for preparing construction or renovation budgets in conjunction with architects and the Division of Budget.

To be responsible for continuous inspection during construction and to insure adherence to all building codes, plans, specifications and allotted budget.

To be responsible for correcting all violations at the state owned facilities and to represent the Department of MHRH at all public hearings relating to safety codes.

To give initial approval to vouchers for payment to architects, contractors, lawyers, plumbers, and electricians.

In accordance with instructions of the Director of MHRH, to be responsible for arranging all lease agreements with the proposed operators of the community facilities.

To be responsible for the furnishing of all community facilities including tables, chairs, couches, beds, and bureaus.

To prepare state and federal reports concerning the community facilities budget costs and all data concerning Health Codes.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the principles and practices of real estate, and building construction and repair; a thorough knowledge of construction materials; the ability and skill to interpret the construction plans of an architect; the ability to prepare reports relating to construction and its costs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration or Management; and

Experience: Such as may have been gained through: employment in a responsible position involving building construction and architectural drawings;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 2, 1978

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